



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

MEMORANDUM

TO: Intermediate School District Superintendents

FROM: Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and  
Early Intervention Services

DATE: July 26, 2004

SUBJECT: Transportation Expenditure Report Form SE-4094 for the 2003-04 School Year

Enclosed is the *Transportation Expenditure Report* for the 2003-04 school year. This report is to be completed by your business office in conjunction with the intermediate district's transportation supervisor. *Please return this form along with those from your constituent local districts by October 7, 2004.*

In order for districts to qualify for state aid under Section 51a of the State School Aid Act, this form must be completed by all districts. We are asking you to have staff review all local district and public school academy expenditure reports when they are returned to the intermediate districts as follows:

1. Ensure all charges reported are assigned to the appropriate service activity.
2. Identify and report to the Department any district that operated noneligible vehicles, or charged unauthorized costs.
3. Ensure all reports are submitted to the Department by October 7, 2004.

**Section 18 of the State School Aid Act requires each district and intermediate district to submit the SE-4094 Transportation Expenditure Report by October 7, 2004. Failure to submit the report by October 7, 2004 will result in the withholding of the district or intermediate school district's entire state aid beginning with the next payment due the district or intermediate school district.**

Thank you for your help in reviewing and processing the request for state aid on the Transportation Expenditure Report for the 2003-04 school year for your constituent districts.

If you have any questions regarding the form, please contact Ms. Dianne Easterling, at (517) 241-4517.

Enclosure

OSE/EIS-04-13

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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

MEMORANDUM

TO: Local School District Superintendents and  
Public School Academy Administrators

FROM: Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and  
Early Intervention Services

DATE: July 26, 2004

SUBJECT: Transportation Expenditure Report Form SE-4094 for the 2003-04 School Year

Enclosed is the *Transportation Expenditure Report* for the 2003-04 school year. This report is to be completed by your business office in conjunction with your transportation supervisor. This form is to be returned to your intermediate school district by *September 23, 2004*. Intermediate school districts will return their own and all constituent local forms to the Department by October 7, 2004.

Recent decisions by the supreme court, as well as changes in the State School Aid Act, require that this form be completed by all districts. Those districts that do not directly operate any transportation services need only check the box on the cover page, sign the form, and return it to the intermediate school district.

**Section 18 of the State School Aid Act requires each district and intermediate district to submit the SE-4094 Transportation Expenditure Report by October 7, 2004. Failure to submit the report by October 7, 2004 will result in the withholding of the district or intermediate school district's entire state aid beginning with the next payment due the district or intermediate school district.**

If you have any questions regarding the form, please contact Ms. Dianne Easterling, at (517) 241-4517.

Enclosure

cc: Intermediate School District Superintendents

OSE/EIS-04-14

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MICHIGAN DEPARTMENT OF EDUCATION  
Office of Special Education and Early Intervention Services  
Finance Management Unit  
P.O. Box 30008, Lansing, Michigan 48909

AUTHORITY: Act 94, PA 1979 as amended.  
COMPLETION: Required for a district to  
collect state categorical aid.

Direct questions to:  
Dianne Easterling at (517) 241-4517.

**2003-04  
TRANSPORTATION  
EXPENDITURE REPORT**

EDUCATIONAL AGENCY	Legal Name of School District	District Code No.	Telephone - Area Code/Local No.
	Address	City	Zip Code

**MAILING INSTRUCTIONS:**

- DISTRICT: Return ORIGINAL and ONE copy by September 23, 2004 to the intermediate district.  
Retain ONE copy.
- ISD: Review the form and return ORIGINAL by **October 7, 2004** to the STATE address above.  
Retain ONE copy for your records. **Failure to return the form by October 7 will result  
in the withholding of the district's ENTIRE state aid payment.**

Districts that do not operate any transportation services, check this Box ☐, sign and return this page to the ISD.

**INSTRUCTIONS:**

- Every school district operating transportation services must file the SE-4094 Transportation Expenditure Report. Total necessary expenditures must agree with the official accounting records of the school district.  
  
File this form by the above due date. **If later audited figures change the data reported, file an amended report immediately.**
- Districts who contract with another local district or intermediate district to provide transportation services, check the box above and return the form to your intermediate school district.
- Please review the enclosed instructions before completing the form.
- Every school district operating specialized transportation services as defined in rule R388.371c for Section 52 pupils must complete the Special Education Section 52 column on page 2. This column will be used in the formula to provide an additional payment under Section 51a(2) of the State School Aid Act. **"Specialized Transportation Services" means transportation services provided in vehicles for the exclusive use of special education pupils.**
- Every school district operating specialized transportation services as defined in rule R388.371c for Section 53a eligible pupils as defined in the instructions must complete the Special Education Section 53a column on page 2. This column will be used for distribution of funds under Section 53a and must agree with the total reported on the SE-4096 Special Education Actual Cost Report.

**CERTIFICATION:** I certify that the information submitted on this report is true and correct to the best of my knowledge.  
This report was prepared in cooperation with the Business staff and the costs reported are proper charges to special education transportation. All records (including time reports supporting proration of personnel) used in the preparation of this report will be kept for three years for audit purposes.

Date \_\_\_\_\_ Superintendent or  
Authorized Official \_\_\_\_\_ (Signature)

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Area Code/Local No. \_\_\_\_\_

**TRANSPORTATION EXPENDITURE REPORT**  
(July 1, 2003 through June 30, 2004)

District Code 

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District Name \_\_\_\_\_

LINE	Account Code Description		Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
			FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
			(1)	(2)	(3)	(4)	(5)	(6)	
	<b>1000 – SALARIES</b>								
1	1190	Supervision							
2	1610	Bus Driver							
3	1620	Secretarial/Clerical							
4	1630	Aides							
5	16xx	Other Support							
6	<b>TOTAL SALARIES</b>								
7	2000	Employee Benefits							
	<b>3000/4000 – PURCHASED SERVICES – NON-VEHICLE RELATED COSTS</b>								
8	32xx	Local Expenses							
9	34xx	Telephone/Postage							
10	38xx 55xx	Other Utilities							
11		Other Non-Veh Purch Serv							
12	<b>TOTAL NON-VEH RELATED P/S</b>								
	<b>3000/4000 – PURCHASED SERVICES – VEHICLE RELATED COSTS</b>								
			No of Veh		No of Veh		No of Veh		
13	3310	Pupil Trans Common Carrier							
14	3330	Pupil Trans Family Veh Cost							
15	3310	Pupil Trans Taxi Cab							
16	3930	Pupil Trans Fleet Insurance							
17	4230	Contracted/Leased Buses							
18	4xxx	Other Vehicle Related Costs							
19	<b>TOTAL VEHICLE RELATED P/S</b>								
	<b>5000 – SUPPLIES</b>								
20	5710	Gasoline/Fuel							
21	5710	Oil/Grease							
22	5720	Tires/Batteries							
23	57xx	Other Supplies/Repair Parts							
24	5910	Office Supplies							
25	<b>TOTAL SUPPLIES</b>								
26	7000	Other Expense/Adjustment							
27		Bus Amortization							
28	<b>TOTAL EXPENDITURES</b>								
29	Total Annual Miles								
30	Total Riders Per the Count Week								
31	Total Fuel Consumed (in gallons)								
32	Miles Per Gallon								

# TRANSPORTATION EXPENDITURE REPORT 2003-04

## General Instructions

1. The SE-4094 covers expenditures for the school year July 1 to June 30.
2. Record all amounts to the **nearest dollar**.
3. The general classification of objects and expenditures are those which are found in Bulletin 1022, the Accounting Manual for school districts. The specific items which have been approved for reimbursement are shown in the "Transportation Allowable Expenditures" attached to this form. **Items not listed are not to be included without prior Departmental approval.**
4. Gasoline tax must not be included on this report. The gasoline tax is to be reported as a receivable from another governmental agency.
5. Amounts for non-pupil transportation costs are not to be included on this report. Examples of such costs are employees salaries in non-pupil transportation activities; insurance, parts, repairs, gasoline and supplies for various non-pupil transportation cars and equipment (i.e.; drivers education cars, maintenance vehicles, administrative vehicles, tractors, lawn mowers and snow plows).
6. Salaries and benefits for personnel performing other duties as well as those for pupil transportation must be prorated based upon the percent of time for each activity using time schedules.
7. The objects of expenditures should be assigned to the service activity (i.e.; Regular Education, Special Education-Section 52, etc.) on a direct charge basis wherever possible or by a method of allocation which provides a reasonable distribution of costs. **The appropriate basis for proration is the scheduled pupil riders as averaged during the count week. The count week is defined in rules R388.373 and R388.374 of the Pupil Transportation Administrative Rules.** Documentation of allocation must be maintained for audit purposes.
8. Early Retirement Incentive Payments

These include: (a) lump sum payments, (b) retirement incentive payments spread over the following year, and (c) the purchase of annuities as a retirement. These incentives do not qualify for state categorical reimbursement. The early retirement incentive payment plan is developed for the convenience of the school district and is not directly related to providing services to handicapped pupils.

Stipends or prepaid insurance for personnel who retire early do not qualify for categorical reimbursement. These payments are made as an incentive for personnel to retire early and are not part of the ordinary fringe benefits and operational costs of the district.

Payment of unused sick leave is reimbursable to the extent that the sick leave was accrued during service to the pupil transportation program.

## Column Instructions

### Columns 1, 3 and 5.

Report the full time equivalency (FTE) for personnel and/or number of vehicles, as applicable. FTE for drivers, aides and other support personnel is based upon a six (6) hour day.

### Column 2. Regular/Vocational Education

The amounts in this column are the allowable costs for pupil transportation other than the transportation of special education pupils. **Costs associated with special education pupils who ride on regular education vehicles are to be reported in this column.**

### Column 4. Special Education-Section 52

The amounts in this column are the allowable costs for providing specialized transportation services other than the cost for transportation of Section 53a pupils.

### Column 6. Special Education-Section 53a

The amounts in this column are allowable special education transportation costs of Section 53a pupils. Before completing this column, read the instructions on pages 8 and 9—"Special Instructions for Completing Columns 5 and 6 of the SE-4094 for Section 53a Programs."

### Column 7. Total

The total of columns 2, 4 and 6.

## Line Instructions

Districts having to prorate costs between regular education, Special Education-Section 52 and Special Education-Section 53a are to use the **percent of ridership method for each line unless otherwise noted**. The district will include all pupils and non-pupils (i.e.; Early Fours, Head Start, non-resident and parochial school students, etc.) who ride the bus during the pupil count period when counting total riders. The percent of Section 52 costs for each line will be calculated by dividing the number of Section 52 riders by the total number of riders.

**Salaries (Do not include employee benefits in lines 1-5. Employee benefits are to be reported on line 7.):**

### Line 1. Supervision

Report the FTE and salary paid to employees for that portion of their time devoted to supervising transportation. Do not include any of the superintendent's salary for any time devoted to transportation or transportation supervision, even if the superintendent is directly responsible. Prorate the salary and FTE on this line based upon the percent of pupil ridership as of the count week.

### Line 2. Bus Driver

Report the FTE (based upon a six (6) hour day) and salary paid to employees for **only** their time involved in driving school buses. Include on this line, the salaries for drivers attending district initiated or legislatively required driver or supervisor training programs. Include the salaries for substitute bus drivers on this line. The salary and FTE for bus drivers who have both special education and regular education runs should be prorated based upon the amount of time spent

on each run. Field trip runs are to be charged to regular education. **For substitute drivers include only the salary, do not include the FTE.**

Line 3. Secretarial/Clerical

Report the FTE and salary paid to employees for only the portion of their time devoted to transportation secretarial and/or clerical duties and responsibilities. Include on this line, salaries paid to dispatchers and substitutes for secretarial/clerical employees for their time spent on pupil transportation activities. For substitute secretarial/clerical employees include the salary, but do not include the FTE. Prorate the salary and FTE on this line based on the percent of pupil ridership as of the count week.

Line 4. Aides

Report the FTE and salary paid to an aide riding a pupil transportation vehicle transporting pupils to and from school or school related events. Do not include the salaries for bus loading aides not riding on the pupil transportation vehicle. The salary and FTE on this line is prorated in the same method as the salary and FTE for bus drivers and is based upon a six (6) hour day.

Line 5. Other Support

Report the FTE and salary paid to employees who work on pupil transportation vehicles. This would include mechanics, garage employees or other employees involved with providing pupil transportation services. Costs on this line may be prorated based on the percent of regular and special education vehicles in the fleet or on the percent of time spent servicing regular and special education buses. If the percent of time servicing the buses is used, charge tickets or time logs must be available which identify the type of work done by bus number.

Line 6. Total Salaries

The total of lines 1–5.

Line 7. Employee Benefits

Report the amounts paid as benefits to pupil transportation employees (prorate the benefits of employees with responsibilities in addition to pupil transportation). Benefits should be prorated between regular education and special education by the same method as the salaries are prorated **on an employee by employee basis**. The proration of benefits is done on an employee by employee basis and then summed for line 7.

**Purchased Services – Non-Vehicle Related Costs**

Line 8. Local Expenses

Report the costs for employees reported above related to mileage, meals, inservices, workshops, tuition for training programs, etc. for providing transportation services. Costs on this line may be prorated on either the direct cost method or on a percent of ridership method. **If the direct cost method is used, documentation must be attached to the report.**

Line 9. Telephone/Postage

Report the costs for the pupil transportation department's telephone and postage. Include on this line, amounts paid by the district for advertising directly related to pupil transportation (i.e.; job posting). Costs on this line may use the direct cost method or prorate costs based on the percent of riders. **If the direct cost method is used, documentation must be attached to the report.**

#### Line 10. Other Utilities

Report the costs for the pupil transportation department's heat, electricity, water, sewage, waste and trash disposal. These costs are prorated between special education and regular education based upon the percent of riders. This includes costs under object code 38xx and 55xx (refer to the recent change in the Bulletin 1022 Manual). Utility costs must be direct billed to the transportation department and not a proration of the school district's total utility bill.

#### Line 11. Other Non-Vehicle Purchased Services

Report the contracted costs for other services such as data processing for bus routes approved by the intermediate school district, maps, building repairs to the garage or bus parking lots, equipment repairs, rental of inservice materials and professional/technical services (i.e.; physicals for bus drivers, snow plowing, etc.). Do not include costs for improvements made to bus garages and bus parking lots. These costs are prorated based upon the percent of riders.

#### Line 12. Total of Non-Vehicle Related Purchased Services

The total of lines 8-11.

### **Purchased Services – Vehicle Related Costs**

#### Line 13. Pupil Transportation Common Carrier

Report the number of vehicles and the amount paid to a third party organization offering its services to the general public to provide motor vehicle transportation to and from school for pupils. Include on this line, payments to public transit authorities and companies using non-black and yellow vehicles. (These vehicles are not to be listed on the SE-4107, School Bus Inventory Report.) **Only common carrier costs for exclusively special education vehicles or runs may be charged to special education.** Costs associated with field trips are to be reported as regular education.

#### Line 14. Pupil Transportation Family Vehicle Cost

Report the number of vehicles and the amount paid to a private individual to provide pupil transportation services. This would include contracting with parents to transport their child to and from an instructional site and contracting with a pupil to provide his or her own transportation to and from an instructional program site. Do not include payments for pupil transportation to or from a school related event. Cost on this line are not prorated. Only costs exclusive to special education riders are placed under Section 52 and Section 53a.

#### Line 15. Pupil Transportation Taxi Cab

Report the number of vehicles and the amount paid to taxi cab companies for transporting pupils to and from school. (These vehicles are not to be listed on the SE-4107, School Bus Inventory Report.) Only taxi cab costs exclusively for special education riders are chargeable to Section 52 and Section 53a.

#### Line 16. Pupil Transportation Fleet Insurance

Report the number of vehicles and the amount paid by the district for pupil transportation fleet insurance for vehicles used to transport pupils to and from school. The amount of insurance is reported by vehicle and is not prorated between special education and regular education for vehicles reported for the year in question on the SE-4107, School Bus Inventory Report. **The insurance for all combination vehicles is reported in column**



**2-Regular/Vocational Education.** Insurance for vehicles labelled as spare vehicles may only be reported for one (1) spare vehicle for every ten (10) vehicles in service under that service activity. Prorate the premiums for vehicles not used exclusively by the transportation department. **Fleet insurance is not eligible to be prorated to Section 53a.**

Line 17. Contracted/Leased Black and Yellow Buses

Report the number of vehicles and the amount paid by the district to lease or contract black and yellow buses to provide pupil transportation services to and from school. **These vehicles must be listed on the SE-4107, School Bus Inventory Report, to have costs reported on this line.** Do not report any costs for maintenance, repairs, gasoline, oil, etc. for these vehicles on this line. Costs on this line are not eligible to be prorated to Section 53a.

Line 18. Other Vehicle Related Costs

Report the costs for vehicle maintenance and repair for vehicles listed on line 16. Include the rental of two-way radios used in both contracted and owned pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. Costs on this line are not eligible to be prorated to Section 53a.

Line 19. Total of Vehicle Related Purchased Services

The total of lines 13-18.

**Supplies**

Line 20. Gasoline/Fuel

Report the costs for gasoline/fuel for the operation of pupil transportation vehicles. Do not report the amount of gasoline tax on this line. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation must be attached to the report.**

Line 21. Oil/Grease

Report the costs for oil and grease for the operation of pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation must be attached to the report.**

Line 22. Tires/Batteries

Report the costs for tires, tubes and batteries only for pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation must be attached to the report.**

Line 23. Other Supplies/Repair Parts

Report the cost of vehicle repair parts and other supplies (i.e.; anti-freeze, deicers, etc.) for pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation must be attached to the report.**

Line 24. Office Supplies

Report the cost of supplies used to support the operation of the pupil transportation office functions for personnel reported on line 1 and line 3. Costs that cannot be isolated to either special education or regular education are prorated by the percent of riders.

Line 25. Total Supplies

The total of lines 20-24.

Line 26. Other Expense/Adjustment

Report the cost for such expenditures as dues, fees, tolls, bus driver awards, licenses and subscriptions, etc. related to pupil transportation management. This line will also be used by the Department to make any necessary adjustments to the report.

Line 27. Bus Amortization

Report the authorized annual amortization amount as calculated on the SE-4107, School Bus Inventory Report. The number of vehicles and amount must agree with the final SE-4107, School Bus Inventory Report. **Do not report amortization amounts for vehicles coded as spares.** The amortization amounts for combination vehicles are to be reported in column 2—Regular/Vocational Education. The total cost of a pupil transportation vehicle includes the base cost, plus the total, if any, interest expense, plus additional equipment (radios, lifts) less any trade in allowance or the full amount received from previous non-deducted bus sales. The amount of amortization is found on the district's final SE-4107, School Bus Inventory Report. Costs on this line are not eligible to be prorated to Section 53a.

Line 28. Total Expenditures

The total of lines 6, 7, 12, 19, 25, 26 and 27 for columns 2, 4 and 6. Column 4—Special Education-Section 52 will be used in the formula calculation to calculate any additional payment under Section 51(a)(2) of the State School Aid Act. The total of column 6—Special Education-Section 53a will be reported on page 3, Section 53a of the SE-4096, Special Education Actual Cost Report, line 43 (**see the instructions for completing columns 5 and 6 of the SE-4094, pages 8-9**).

Line 29. Total Annual Miles

Include the total miles traveled by all pupil transportation fleet vehicles used in providing pupil transportation.

Line 30. Total Riders Per the Count Week (as defined in rules R388.373 and R388.374)

Include the number of riders averaged over the five (5) day count week for special education. These are pupils who have current individualized educational committee reports requiring specialized transportation services as of that count period and who ride a specialized transportation vehicle. (Any special education pupil who rides on a regular education vehicle can only be counted as a regular education pupil and included in column 2.) For regular education, the pupils transported is based upon the head count on the count date for all pupils transported to school or programs in other facilities during the day, except on field trips.

Line 31. Total Fuel Consumed (in gallons)

Include the total number of gallons of gasoline, diesel fuel or liquid petroleum gas used by the pupil transportation fleet vehicles for providing pupil transportation.

Line 32. Miles Per Gallon

This is the total annual miles (line 29) divided by the total fuel consumed in gallons (line 31). If the district's fleet fuel economy is greater than twenty-five (25) miles per gallon, the district will be asked to document the report.

**SPECIAL INSTRUCTIONS FOR COMPLETING  
COLUMNS 5 AND 6 OF THE SE-4094  
FOR SECTION 53a PROGRAMS**

1. Reimbursement for specialized transportation services for Section 53a pupils is paid under Section 53a of the State School Aid Act. Only services for the following pupils qualify:
  - Pupils assigned to a district or immediate district (ISD) through the community placement programs of the courts or a state agency, if the pupil was a resident of another ISD at the time the pupil came under the jurisdiction of the court or a state agency.
  - Pupils who are residents of institutions operated by the Department of Community Health (DCH).
  - Pupils who are former residents of DCH institutions for the developmentally disabled who are placed in community settings other than the pupil's home.
  - Pupils placed in a district by a parent for the purpose of seeking a suitable home, if the parent does not reside in the same ISD as the district in which the pupil is placed.

Complete columns 5 and 6 only if your district was providing specialized transportation services to any of the above pupils **as of the transportation count week during October 2003. The district will be required to submit the names of pupils and bus numbers to substantiate the above claim (see page 10).**

2. Districts providing specialized transportation services to eligible Section 53a pupils may charge prorated transportation expenditures. Section 53a(2) of the State School Aid Act indicates "Only those costs that are clearly and directly attributable to educational programs for pupils described in subsection (1), and that would not have been incurred if the pupils were not being educated in a district or intermediate district, are reimbursable under this section." Administrative costs related to operating a special education program including costs related to transportation supervisors and clerical staff, the cost of operating the bus garage, and other administrative costs normally incurred by the district **are not** chargeable to Section 53a. Costs that can be reimbursed by federal funds are not to be charged to Section 53a.
  - a. The following lines and costs are **ineligible** to be prorated to Section 53a:

- Line 1 – Salaries – Supervision
- Line 3 – Salaries – Secretarial/Clerical
- Line 5 – Salaries – Other Support
- Line 9 – Purchased Services – Telephone/Postage
- Line 10 – Purchased Services – Other Utilities
- Line 11 – Purchased Services – Other Non-Vehicle Purchased Services
- Line 16 – Purchased Services – Pupil Transportation Fleet Insurance  
(see page 9, direct charges only)
- Line 18 – Purchased Services – Other Vehicle Related Costs
- Line 23 – Supplies – Other Supplies/Repair Parts
- Line 24 – Supplies – Office Supplies
- Line 27 – Bus Amortization (see page 9, direct charges only)

Costs on these lines should all be included in column 4, Special Education-Section 52. Costs on line 4 for transportation aides are included under Section 53a only if the district has received prior departmental approval for a Section 53a transportation aide.

- b. Section 53a costs for lines 2, 7, 8, 13-15, 20-22 are prorated one of the following two ways:

1. Direct Cost

Districts contracting for specialized transportation services with third parties or private carriers can only charge the actual contracted expense to Section 53a. This method applies to lines 14, 15, 17 and 18.

**Line 15 and line 26 are for direct charges for Section 53a**

**Department approved vehicles only.** The amount of insurance charged for the approved vehicle is a direct charge. The amortization amount is for Section 53a approved vehicles and is found on the SE-4107. Vehicles coded as Section 53a vehicles, must have prior departmental approval to be charged to Section 53a.

2. Percent of Ridership

Under this method the district will take the total number of Section 53a pupils riding specialized transportation vehicles divided by the total number of special education pupils riding specialized transportation vehicles to determine the percentage of costs attributable to Section 53a. The district will then apply this percentage to lines 2, 7, 8, 13 and 20-22.

If districts are operating buses which serve more than 50% Section 53a pupils and do not feel the above method reflects the true cost of transporting Section 53a pupils, they should contact the Office of Special Education and Early Intervention Services at (517) 241-4517 for assistance.

3. Section 53a transportation is reimbursed from the SE-4096 Special Education Actual Cost Report. The amount reported on line 28, column 6 will be carried over to that report.

## Section 53a Ridership Verification for 2003-04

District: \_\_\_\_\_ Code No.: \_\_\_\_\_

### I. Section 53a Riders

To claim Section 53a transportation costs on both the SE-4094 Transportation Expenditure Report and the SE-4096 Special Education Actual Cost Report, list the names of the pupils claimed as Section 53a riders as of the October 2003 Pupil Count Week. **List the bus number of the vehicle ridden by each pupil from the SE-4107, School Bus Inventory Report.** This must match the number of riders claimed on page 2, line 30, column 6 of the SE-4094 Transportation Expenditure Report.

2003-04 Riders

Bus # Ridden

## **TRANSPORTATION ALLOWABLE EXPENDITURES for 2003-04 and 2004-05**

The following is a list of items approved to be included as direct costs on the SE-4094 Transportation Expenditure Report. A district must have prior written approval from the Office of Special Education and Early Intervention Services, Michigan Department of Education, to charge costs not included on this list. **Services purchased from another Michigan public school district or intermediate school district are not eligible to be included in this report.**

### **Account Codes**

#### *Function Object*

#### 1000 – Salaries

1170 – Program/Department Direction

1190 – Supervisor – salary paid for performing duties as a supervisor, not to include the salary of the superintendent acting as supervisor of transportation

1610 – Bus driver

#### 1000 – Salaries Support

1550 – Mechanic (other operation/service) – involved in working on and maintaining vehicles involved in transporting pupils to and from school and school related events

1620 – Secretary, clerical, dispatcher

1630 – Aides – bus attendants on vehicles transporting pupils to and from school, not to include bus loading aides

1640 – Custodial/Maintenance as garage employees

1660 – Security guards as garage employees

1670 – Garage employees

1860 – Substitute bus driver, secretary, mechanic

#### 2000 – Employee Benefits (note: all other 2000 series are not eligible)

2100 – Insurance; to include individual life, disability, health, dental, vision, etc.

2410 – Physicals for bus drivers

2800 – Retirement, social security, medicaid and other employee benefits in the 2800 series

2920 – Cash Payments in lieu of benefits in the 2100 series

- 3000-4000 – Purchased Services – Vehicle Related Costs (a written agreement or contract should be in effect between the district and vendor for the provision of all purchased services). **Do not include services purchased from another Michigan public school district.**
- 3190 – Contracted mechanic or garage employee (Line 18)
- 3310 – Common Carrier – (contract carrier) – amount paid to an organization offering its services to the general public to provide motor vehicle transportation of pupils for compensation over irregular routes. Include payments to public transit agencies (authorities), private third party vendors or taxi cab companies for pupil transportation services. Vehicles used are “non-black and yellow” vehicles.
- 3320 – Paid to Pupils – payment to a pupil providing his or her own transportation to and from an instructional program site. Also includes the cost of passes for pupils to ride public transit buses. Do not include payments to and from a school related event.
- 3330 – Private Auto – payment to an individual, other than a pupil, to provide pupil transportation services to and from an instructional site. Do not include payments to or from a school related event.
- 3930 – Fleet Insurance – amount paid for pupil transportation fleet insurance for vehicles used to transport pupils to school and school related events. Prorate premiums for vehicles not used exclusively by the transportation department. Report insurance for eligible vehicles as listed on the SE-4107 School Bus Inventory.
- 4130 – Vehicle Maintenance and Repair – cost of maintenance and repair of pupil transportation vehicles at a private garage or body shop. Also includes bus lettering by a contractor.
- 4220 – Equipment Leasing – leasing of two-way radios used pupil transportation vehicles, bus garage alarm system, xerox copier (prorated for transportation costs).
- 4230 – Rental of Buses – not to include maintenance, repairs, gasoline, oil, insurance, etc. All contracted black and yellow buses must be listed on the SE-4107 School Bus Inventory to be eligible to report costs.
- 3000-4000 – Non-Vehicle Related Costs (a written agreement or contracts should be in effect between the district and vendor for the provision of all purchased services). **Do not include services purchased from another Michigan public school district.**
- 3130 – Aides – bus attendants on vehicles transporting pupils to and from school, **not** to include bus loading aides (Line 11)
- 3160 – Data Processing – for routing approved by the ISD (Line 11)
- 3190 – Contracted secretarial, clerical or dispatcher (Line 11)
- 3210 – Local Travel – mileage costs for supervisors, mechanics, drivers and clericals in performance of their duties or for instructional purposes (Line 8)



- 3220 – Workshops/Conferences – inservice training or conferences to assist staff in performing duties more efficiently (i.e.; MAPT or NAPT conferences). Also includes meals, tuition for training programs and meals of bus drivers while on field trips. (Line 8)
- 3410 – Telephone – amount paid exclusively for the pupil transportation department's telephone service. Do not prorate the district's total telephone costs to this line. (Line 9)
- 3430 – Postage – amount paid for the pupil transportation department's postage (Line 9)
- 3510 – Advertising – recruitment advertisements for the pupil transportation staff (Line 11)
- 3610 – Maps – printing, binding and computer generated (Line 11)
- 3830 – Water/Sewage – amount paid exclusively for the transportation department's waste and trash disposal. Do not prorate the district's total water/sewage costs to this line. (Line 10)
- 3840 – Waste/Trash Disposal – amount paid exclusively for the transportation department's waste and trash disposal. Do not prorate the district's total waste and trash disposal costs to this line. (Line 10)
- 3890 – Electricity – amount paid exclusively for the transportation department's electricity. Do not prorate the district's total electricity costs to this line. (Line 10)
- 4110 – Building Repairs – include repairs to the garage and to the bus parking lots. Do not include improvements or additions to the garage building or parking lots. (Line 11)
- 4120 – Equipment Repairs – include repairs for gas pumps, water pumps, the servicing of time clocks, furnace repair or replacing the garage door (Line 11)
- 4290 – Rental of inservice films (Line 11)
- 4910 – Other purchased services to include snow plowing of the bus parking lot, washing and cleaning of buses by private contractors, laundry charges for mechanic uniforms, shop towels, and pest control for garage or buses (Line 11)
- 5000 – Supplies/Materials
  - 5500 – Heating Fuel – amount paid exclusively for the transportation department's heating fuel. Do not prorate the district's total heating costs to this line. (Line 10)
  - 5710 – Gasoline/Oil/Grease – used only for pupil transportation fleet vehicles (Line 20/21)
  - 5720 – Tires/Tubes/Batteries – expenditures in the maintenance of only pupil transportation fleet vehicles (Line 22)

- 5730 – Vehicle Repair Parts – parts used in the maintenance of only pupil transportation vehicles (Line 23)
- 5790 – Other Supplies – such as anti-freeze, deicers, cleaning materials for buses, custodial supplies, electrical cords, fire extinguishers, first aid supplies, repair parts for garage equipment, signal flags, small tools, etc. (Line 23)
- 5910 – Office Supplies – used only to support the operation of the pupil transportation office functions (Line 24)
- 7000 – Other Expense
  - 7410 – Expenditures to include tickets for ferries, toll road fees, drivers licenses, license fees to operate two-way radios, gasoline credit card fees, exam fee, bus driver awards, driver safety programs, and subscriptions relating to pupil transportation management. (Line 26)